

category, authorization, and matter for the one or more documents; and

instructions for allowing the second user to view, add, or modify any one of the documents in the repository according to the authorization of the second user with respect to a particular matter.

16. The software program of claim 15 further wherein the second graphical interface includes instructions for allowing the second user to view, add, or modify any one of the documents in the repository by:

using a first filter for filtering items for the client and the matter; and

using a second filter for filtering items for which the second user has authorization.

17. The software program of claim 15 wherein the list of potential email recipients is selected according to the client, the category and the matter.

18. The software program of claim 15 wherein the service provider is a law firm.

REMARKS

Claims 1 - 14 were pending. Reconsideration and allowance of the pending claims is respectfully requested in light of the foregoing amendments and following remarks.

The pending claims stand rejected under 35 U.S.C. §103 for being obvious over a combination of between four and nine different prior art references. This rejection is respectfully traversed because the Examiner has failed to meet his prima facie burden of showing obviousness, and even when combined, the references do not teach the claimed subject matter.

1. The Examiner Has Failed To Meet His Prima Facie Burden Of Showing Obviousness

Several courts have admonished parties that used the claims of a patent “as a roadmap for finding prior art, and [then attempt] to combine that prior art with the hindsight afforded by it knowledge of [the claimed] invention.” Not only is such a combination improper, it is actually evidence that the claimed invention is not obvious. See, e.g., *Ethyl Molded Products Company V. Betts Packaging, Inc.*, 9 U.S.P.Q.2D (BNA) 1001 (E.D. Ky 1988)(“In support of its invalidity arguments, Betts has cited a multitude of alleged prior art references . . . and asked the court to combine these various teachings with perfect hindsight and the roadmap of the patents in suit. This is

improper, and the need for an infringer to cite large numbers of prior art references to prove a patent invalid indicates that the invention was in fact novel and not obvious.” Citing *State Industries, Inc. v. A.O. Smith Corp.*, 221 U.S.P.Q. 958, 973 (M.D. Tenn. 1983); *Rohm and Haas Co. v. Dawson Chemical Co., Inc.*, 557 F.Supp. 739, 809 (S.D. Tex. 1983); and *Minneapolis-Honeywell Regulator Co. v. Midwestern Instruments, Inc.*, 298 F.2d 36, 38 (7th Cir. 1962).).

The fact that the Examiner has used up to nine different prior art references to piece together an argument of obviousness for a single claim not only indicates that the examiner has failed to meet his prima facie burden of showing obviousness, it also suggests that the invention is in fact novel and not obvious.

2. Even When Combined, The References Do Not Teach The Claimed Subject Matter

The Examiner has focused the rejection primarily on U.S. Patent No. 6,151,624 to Teare et al. (Teare). Teare provides a “Real Name System registration site”, that expands on the functionality of the basic Domain Name System (DNS). (col. 1, lines 28-40; Table 2 at col. 12, lines 16-34). The Real Name System (RNS) provides “naming and locating network resources in a language-independent way.” (col. 5, lines 66-67). In this system, clients are individuals on the web who are searching for a particular website. (col. 10, lines 30-37). Instead of using conventional metatags and other search engine techniques (col. 3, lines 13-23, 55-67), Teare provides a Registry 10 including a database 12 for storing a “‘real’ name associated with the information” located in a particular website. (col. 4, lines 4-6; col. 9, lines 5-20). Websites, referred to as “customers” (col. 11, lines 52-53), can enter their “real” information into the Registry by filling out a computerized “profile”, such as is shown in Table 1 (col. 11, lines 19-33, 61-65).

Teare does not attempt to solve the same problem as the present invention, and even uses certain terms in a different context. For example, when referencing the claim term “...selecting a client...”, the Examiner directs his attention to Teare’s discussion of customers at col. 11, lines 66-67 and col. 12, line 1. (Office Action at pg. 3). However, a customer in Teare is a website who is seeking to have searchable metadata stored in the Registry. This is different from the term “client” as used in claim 1, which is a participant in a “collaborative management application.” (Although not limiting to the present claims, the example of a “client” in the present patent application is a person or business who employs the services of a lawfirm.)

Since there is no teaching in the cited references of a client-participating collaborative management application, claims 1-14 are patentable over the prior art.

Claims 15-18 have been added to further define the present invention, and have not been added to overcome any of the current rejections. Furthermore, applicant submits that newly added claims 15-18 do not add any new matter.

3. Tear is not prior art.

Even if the rejection is sustained, Applicant respectfully submits that U.S. Patent No. 6,151,624 to Tear et al. is not prior art because the Applicant invented the claimed invention before the filing date (Feb. 3, 1998) of this reference. Evidence of Applicant's prior invention is provided in a separate affidavit, attached.

Should the Examiner deem that any further amendment is desirable to place this application in condition for allowance, the Examiner is invited to telephone the undersigned at the below listed telephone number.

Respectfully submitted,



David M. O'Dell

Registration No. 42,044

Date: April 8, 2002

HAYNES AND BOONE, L.L.P.

901 Main Street, Suite 3100

Dallas, Texas 75202-3789

Telephone: 214/651-5262

Facsimile: 214/651-5940

File: 8000.53.02

d-985398_1.DOC

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner of Patents, Box Non-Fee Amendment, Washington, D.C. 20231

on April 12, 2002



Mona Seidl

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

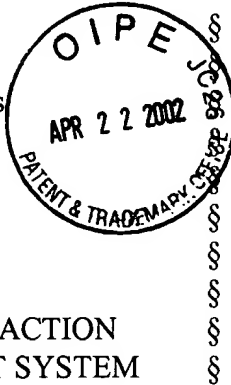
In re application of:

Inventor Name: Steven R. Jenkins

Serial No.: 09/419,327

Filed: October 15, 1999

Title: WEB-ENABLED TRANSACTION
AND MATTER MANAGEMENT SYSTEM



Group Art Unit: 2177

Examiner: Dodds, Harold E.

AFFIDAVIT UNDER 37 C.F.R. § 1.131

Commissioner of Patents and Trademarks
Washington, D.C. 20231

Dear Sir:

I, Steven R. Jenkins, being duly sworn, depose and say:

1. I am the applicant of the above-identified patent application and am the inventor of the subject matter therein described and claimed.
2. All acts described in this affidavit took place in the United States of America.
4. Prior to February 3, 1998, I first thought of the invention claimed in the above-identified patent application. Prior to February 3, 1998, I disclosed this invention to my coworkers, using the notes provided in Exhibit A.
6. On or about October 2, 1998, I and my patent attorneys began preparation of the above-identified patent application for the invention claimed.
7. On October 16, 1998, provisional patent application 60/104,527, on which the above-identified patent application claims priority, was filed with the U.S. Patent Office.
8. At no time between February 3, 1998 and October 16, 1998 were my activities regarding disclosure of my invention in the above-identified provisional patent application ever suspended. It was my constant and continuous intention to diligently move towards disclosure of my invention by filing the above-identified provisional patent application.

9. Based on the foregoing facts, I believe that I conceived my invention prior to February 3, 1998 and that I was diligent in preparing the provisional patent application for filing on October 16, 1998.

10. Furthermore, I declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both, under Section 1001 of Title 18 of the United States Code, and that such willful false statements may jeopardize the validity of the application or document or any patent issuing therefrom.

FURTHER Applicant says not.

Steven R. Jenkins

Steven R. Jenkins

The above signature was executed before me, a notary/magistrate/foreign official (circle one) duly authorized to administer oaths, before me this 12th day of April, 2002.

JEFFRE LITTLETON

Name of notary, magistrate, or foreign official

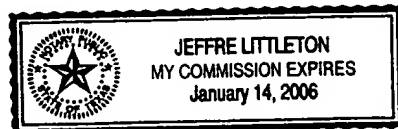
Jeffre Littleton

Signature

Location: DALLAS, TEXAS

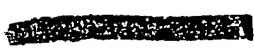
My Commission expires: 1/14/06

D-1008597.1



ns

HIGHLIGHTING KEYS

 set; non-variable

 variable; determined by choices in New Client Wizard

 variable; determined by choices in New Project Wizard

 Data Input

 Reports only; data previously input



Column Key



CLIENT CONNECT

Specific Keys

■ Storefront

- Links to specific areas *direct paths*
- Return to Storefront
- Division / All Projects / Project Approach
- Navigation Tools

■ Transaction Management

• Status

- Method for Most Current? *last edit time & date stamp by person?*
Multiple Party Input

• Issues

- Template List of Categories of Issues / Client
- "Hot" Issues *key*
- Responsibilities
- Discuss
- Collapsible for Concurrent Text

• Critical Dates

- Template List of Critical Dates / Client

• Checklists

- Specific Checklists / Templates for Client

• Action

- Report Accessible by Each Person

• Working Group

- Input Form
- Auto Assign to "WG #s"

■ WG #s

- Horizontal -- 1 line -- Format

■ E-mail

- Easy Access
- Auto setup -- From
Re -- Client Connect [category]
Date
- To; CC; BC -- Pop-up Address Lists
Internal Distribution
Distribution Lists

*set up default
distribution
per screen*

- "Copy" Issue?

■ Transaction Management Reports

- Each "Standard" Report Customizable on Spot
- Data Input in Reports ✓
- Context Must Show ✓
- All Projects or Selected (1 or more) Projects ✓

*pop-up
variable*

- Status Report
 - "Hot" Issues Report
 - Issues Report
 - Critical Dates Report
 - Checklist Report
 - ~~Active~~ ^{Action} Report
 - Responsibility Report
 - Discussion Report
 - Custom ^{Melton review of the issue}
 - Projects Report
 - Document Management
 - Counsel Information
 - Client Information
 - Library
- Method for Most Current ✓ *multi people time date stamp*
 - Customizable for All or Outstanding Only
 - Customizable for All or Outstanding Only
 - Customizable for Period
 - Customizable for All or Outstanding Only
 - Customizable for All or Outstanding Only
 - Customizable for Each ~~Active~~ ^{Action} Party
 - Customizable for All or Outstanding Only
 - Customizable for Responsible Party
 - Customizable for All or Outstanding Only
 - Customizable for Discussion Party
 - Multiple Options
 - Columns Per Report
 - All Reports *automatically for that project*
 - From WP or Acrobat (scanned)
 - Description by Attorney / Client / Staff
 - Searchable by WP or Acrobat
 - Links to actual document or item
 - From WP or Acrobat (scanned)
 - Description by Attorney / Client / Staff
 - Searchable by WP or Acrobat
 - Links to actual document or item
 - From WP or Acrobat (scanned)
 - Description by Attorney / Client / Staff
 - Searchable by WP or Acrobat
 - Links to actual document or item
 - From WP or Acrobat (scanned)
 - Description by Attorney / Client / Staff
 - Searchable by WP or Acrobat
 - Links to actual document or item

CLIENT CONNECT General Keys

- 2-Way Input / Password Limited *yes*
- Input in Both Transaction Management and Transaction Management Reports *TM will check*
- Input and/or Reports for Attorneys on Multiple Clients *"Files" button - yes*
- Division / All Projects / Projects Approach *TM will check - that's OK*
- Storefront / Return to Storefront *yes*
- Navigation Tools: Return to Storefront
on all pages Working Group #s *all OK*
E-mail
Files (for Attorneys Only)
- Data Input: Method *HTML - OK*
- Wizards: New Client -- for setup of new client
New Project -- for setup of new project
Data Input -- for data input *non issue - HTML direct input*
Password -- for password administration } *"intelligent"*
- Context: e.g., "Project, City, State" throughout
Issues Category
Specific Transaction Management--e.g., Critical Dates/Action/etc.
- Reports: *Variations of*
~~Customizable~~ in Each "Standard" Report
- Archive: When Complete Project
- Data or File Limits *no issues*
- *• Data Input: In Views for Easy Access *HTML - OK*
- Password: Limitations / Keys *later, major discussion*

COLLABRANET

General Keys

- Input and/or Reports on Multiple Clients

CLIENT CONNECT - CLIENT STORGEFRONT

JM - default to division or last one?

To permit multi-division access of Archiver Disposition Administrator

CLIENT CONNECT - CLIENT

DIVISION

ALL PROJECTS ☒

PROJECT

TRANSACTION MANAGEMENT

STATUS

ISSUES

Critical Dates

CHECKLISTS

ACTION

Working Group

DOCUMENT MANAGEMENT

COUNSEL INFORMATION

CLIENT INFORMATION

LIBRARY

TM REPORTS

STATUS Report

PER ISSUES Report

Issues Report

Critical Dates Report

Checklist Report

Action Report

Responsibility Report

Discussion Report

Process Report

Custom Reports

DATA INPUT

☐ Storefront

☐ Working Group #4

☐ E-Mail

Files ☐

NOTE: NAVIGATION tools could be at side

↑
Storefront Button

↑
File Button
- to access other files
eg. Archiver
PER
TW
HB
SES
- opens storefront page for applicable Counsel Entry

CollabNET - HAYNES AND BOONE, L.L.P.

STEVEN R. JORDAN

☐ STOREFRONT

☐ E-MAIL

By Attorney

ALL ACTION ITEMS by Client / PROCTOR

+ Action Button

• Better if goes to calendar filter

Firm Forecast / Links to Chart-Land

PRACTICE MANAGEMENT

- Calendar
- Phonebook
- Time Entry
- Client List
- Dors Gen
- To Do

Firm

- HB Apps
- Amends - Firm
- Client
- BO
- Long - (COR)
- Dors Gen

TRANSACTION / MISC. Mgt

- CLMIF
- TM STAMPS
- Client Contact

Communication

Keyz relate to individual contacts

Client Mgt

- CLMIF
- new client / m attn up
- AR / Billing - Elio
- complaints

Dept

Dr. Long
Reverend

Client Dev

- Client
- Dept
- Firm

Communication

- Elio
- Reverend
- Chart-Land

- Communication
- BO Dors

Client Connect - Client : STATUS

DIVISION

ALL PROJECTS ☐

PROJECT

Project, City, State

RP- math
determine
Also - La
edit D

Client STATUS

CONSOLE STATUS

☐ Snapshot

☐ Workgroup

☐ E-Mail

FILE ☐

Status

for filter



Done

~ for auto assign rules

Project	→	<div data-bbox="105 233 203 262"> <input type="checkbox"/> Status </div> <div data-bbox="162 262 535 283"> 52 & 56 Roland St., Charlestown, MA </div>	
		<div data-bbox="162 283 487 304"> A. <input type="checkbox"/> Weekly Status Report </div>	
Weekly report	→	<div data-bbox="227 304 1347 357"> 1. <input type="checkbox"/> Week of 1/5/98: Inspection Period extended until 1/15/98; Closing scheduled for 2/6/98; Buyer still assessing certain environmental matters. </div>	

Purpose: to view weekly status reports by Project; uses filter to "hide" prior reports; for clients' convenience, uses filter to limit view to only most current

expand to include client's

Client Connect - Client: ISSUES

DIVISION ALL PROJECTS ☐ PROJECT

Category HOT Resp. DISCUSS ATTENDED TO DONE

Project, City, STATE

[Sales Appointment Issues]

1 [Issue]

2 [Issue]

☐ Stonefront ☐ WorkResGroup ☐ E-Mail ☐ Files ☐

Categories =
ALL or
specified variables

Sales - cu
list of
Issues
category

1

[illegible]

~ for autoassign rule

→ Issues

Bold = template

input and

Purpose. to view outstanding issues by Project / type of issues;
for clients' convenience, uses filter to limit view to only outstanding issues

Columns in this view and other views serve specific purposes:

- Resp. : person responsible for issue (POUP - to assign responsibility)
 - Discus : identity of person to discuss issue with (BAUP - to assign to individual)
- Note: assignments are shown in "Discussion View" sorted by Project
- Attempted : "attempted" to discuss (✓ column)
 - Done : date stamp (for hide done filter)

Suggested Improvements:

- create new view for "Hot Issues" to put limited number of genuinely key (ie. "deal bustor" issues) in front of senior management

Critical Dates

Hidden Column
for "Master
Calendar"

	Resp.	Approved	Discuss	Date	Done	Check	Critical Dates
Critical Dates~							
S2 & 56 Roland St., Charlestown, MA							
A. Sale Agreement Summary~							
1. Critical Dates Summary and Checklist~							
a. Roland St. - Effective Date (Section 10.3): 19__ (date on which the Title Company executes the Joinder of Title Company following the execution by both Purchaser and Seller)							
b. Roland St. - Deposit of Initial Earnest Money (Section 2.2(a)): 19__ (within one business day after the Title Company has received a copy of the Agreement executed by both Seller and Purchaser); note: Purchaser also to deposit with Seller \$100 Independent Consideration							
c. Roland St. - Deposit of Additional Earnest Money (Section 2.2(a)): 19__ (within one business day after the expiration of the Purchaser's Inspection Period)							
d. Roland St. - Availability of Due Diligence Documents (if date applicable, Section): 19__ (days after Effective Date)							
e. Roland St. - Title Commitment/ Title Documents (Section 5.1): 19__ (days after Effective Date)							
f. Roland St. - Survey (Section 4.1): 19__ (days after the Effective Date); note: Agreement does not specify exact date for delivery							

Client Contact - Client: CRITICAL DATES

Division

ALL PROJECTS

☐

PROJECT

Resp.

ATTACHED

DISCUSS

DATE

DATE

Product, City, State

1. [DATE, ITEM]

2. [DATE, ITEM]

Product

RP - for long
calendar
must in
Project to
each in

☐ Straightfront

☐ Working Group

☐ E-Mail

Files

☐

JM - need
popup for
date selection

Critical Dates

		Resp.	Approved	Discuss	Date	Done	Check	Critical Dates
m.	o Roland St. - Special Dates:							
n.	o Last Edit Date: / / ()							

PURPOSE: to track Critical Dates by Project and date item
to create "Master" Calendar of Critical Dates for all Projects

NOTE: WIZARD VARIABLE
eg "Closing Checklist"
or "Due Diligence Checklist"

SAT - Can
alternately
checked

Client Counter - Client: CHECKLISTS

DIVISION ALL PROJECTS ☐ PROJECT

CHECKLIST Resp Date y Approved DRUGS DANG

Project, City, State
[ITEM]

Received

Template

☐ Stonefront ☐ Working Group ☐ E-MAIL ☐ Files ☐

Due Diligence

Due Diligence									
205	→	○ S2 & 56 Roland St., Charlestown, MA							
		A. ○ Due Diligence Checklist~							
		1. ○ Seller's Deliveries:							
		a. ○ Title Information							
		1. ○ Survey							
		2. ○ Title Commitment							
		3. ○ Title Documents (Exceptions)							
		b. ○ Property Information							
		1. ○ Environmental Reports							
		2. ○ Assessments							
		3. ○ Ad Valorem and Personal Property Tax Bills							
		4. ○ Notices or Correspondence from Governmental Entities							
		5. ○ Rent Roll							
		6. ○ Monthly Operating Statements							
		7. ○ Certificate(s) of Occupancy							
		8. ○ Plans and Specifications							
		9. ○ Service Contracts							
		10. ○ Summary of Operating Expenditures							
		11. ○ Licenses							
		12. ○ Pending Litigation							
		13. ○ Leases (for non multi-family)							
		14. ○ Other Documents or Information							
		c. ○ Other Information							

PURPOSE: 2-way checklist for closing
No filter - Always view entire checklist

Closing

	Resp.	Date	Approved	Discuss	Done	Check
Closing						
→ PROJECT 52 & 56 Roland St., Charlestown, MA						
A. Closing Checklist-						
1. Seller's Deliveries (Section 7.2 (a)):						
a. Deed						
b. Bill of Sale, Assignment and Assumption- Exhibit C						
c. Seller's FIRPTA Affidavit						
d. Owner's Title Policy						
e. Closing Statement						
f. Evidence of Authority						
g. Original Leases						
h. Assumed Contracts						
i. Other Documents Required by Sale Agreement or by the Title Company						
j. Tenant Estoppel Certificates						
k. Other Documents Identified During Due Diligence Process or by Agreement of Parties						
2. Purchaser's Deliveries (Section 7.2 (b)):						
a. Purchase Price, plus or minus prorations						
b. Bill of Sale, Assignment and Assumption- Exhibit C						
c. Closing Statement						
d. Evidence of Authority						
e. Other Documents Required by Sale Agreement, Seller or by the Title Company						
f. Other Documents Identified During Due Diligence Process or by Agreement of Parties						

Purpose: 2-way checklist for closing

No filter - ALWAYS view entire checklist

Date

Action Party =
All Client / Counsel
Individuals

Client Contact - Client		Action	
DIVISION	<input type="text"/>	All Projects	<input type="radio"/> Project <input type="text"/>
Action Party	<input type="text"/>	Resp.	Discuss Attempted Done
Project C7 Study			
[Action Party eg. H&B - Jones]			
1. [Action Item]			
2. [Action Item]			
<div><input type="checkbox"/> Screenprint <input type="checkbox"/> Workgroup <input type="checkbox"/> E-Mail Files <input type="checkbox"/></div>			

RA
cross?
to CN

Resp / Discuss

WORKING GROUP

NAME

Company

Role

Resp / Discuss

Mailing

Ten

SAT -
De Gue F

Council : SUT

H+B

RP - imp
suggested

901 Main St. Suite 3100

Dallas TX 75202

~~franklin@keybase~~

(o) 214-657-8283

(h)

(m)

(F)

(E)

WP Supton

WG #1

WG #2
Project

Name

Company

Role

Telephone

Fax

E-Mail

Franklin Strum R

H+B

Council

[illegible]

Client Computer - Client

E-Mail

RP - de
capabilities

To:

CC:

bc:

From:

[User]

Date:

Re:

Client Computer

Transaction Management - Issues

PROTECT, CTR, STATE

Issues -
Names
Internal Group
Distribution Group

Auto: user

Auto: default
optim: user specified

RP-A6
to "at".
E-Mail

Purpose:

Client/Local descriptor

Client Counsel - Client : STATUS REPORT

DIVISION ALL PROJECTS ☐ PROJECT

Project, City, State
Client STATUS

Counsel STATUS

☐ Stonewall ☐ Working Group ☐ E-MAIL ☐ Files ☐

PURPOSE : quick, Thumbnail STATUS report
from client and counsel
Show most recent - until changed

INPUT : Counsel/Staff - into TM STATUS

LINKS : None

Relationship

Discuss
date/ear
"Not Due"
and "No
Edit Do

Client Contact - Client: Hot Issues Report

DIVISION ALL PROJECTS ☐ PROJECT:

RSP DSWSS ATTORNEYED ADUS

Project, City, State
[State Agreement Issues]

1. [Issue]
2. [Issue]
3. [Issue]

☐ Statement ☐ Working Group ☐ E-Mail ☐ Filter ☐

Purpose: Show all outstanding "Hot" Issues
Sorted by Project/Area (eg Issues, Critical Dates)

Hot

ClientConnect-Client: Issues Report

Division

All Projects

☐

Project

Category

Resp.

Discuss

Assigned

Done

Project, City, State

[Select Appropriate Issues]

1. [Issue]

2. [Issue]

☐ StrongFront

☐ Working Group

☐ E-Mail

Files ☐

Purpose: Show all outstanding "Issues"
Sorted by Issue Category

Client Connect - Client : Critical Dates Report

Division All Projects ☐ Project

Period
 Rosp Approved Discuss Date Done

Project City State
 1. [DATE ITEM]
 2. [DATE ITEM]

Template

☐ Standalone
 ☐ Working Group
 ☐ E-MAIL
 Files ☐

default to
 next 15 days
 all options 30
 45
 60
 90

List as "1"
 column for
 input &
 view

Purpose : show items per Critical Dates to be completed
 in next period - 15 days by default

NOTE: Wizard Variable
eg "Closing Checklist Report" or
"Due Diligence Checklist Report"

Note: Default is
OUTSTANDING
Custom for All

Separate
Report for
each client

Optm =
ALL ITEMS
or Incomplete Items

Client Checklist - Client: CHECKLIST REPORT

DIVISION ALL PROJECTS ☐ PROJECT

ITEMS RESP DATA Approved DISCLOS DND

PROJECT CITE STATE
[Checklist]

Received

TEMPLATES

☐ Stonefund ☐ Workingsnap ☐ E-Mail ☐ File ☐

Purpose : to show OUTSTANDING checklist items by default

NOTE: Default to OUTSTANDING
Custom to ALL

Client Contract - Client ACTION REPORT

Division ALL PROJECTS ☐ PROJECT

Action Party Resp. Date Discuss Attempted Done

Project City State

Action Party

1. [Action Item]

2. [Action Item]

☐ STAFF FRONT ☐ WORKING GROUP ☐ E-MAIL FILE ☐

Purpose: to show outstanding ACTION ITEMS by Action Party

NOTE: Default to Outstanding
Responsibility Items

Custom for ALL ITEMS

CLIENT CONTACT - CLIENT: Responsibilities Report

DIVISION ALL PROJECTS ☐ PROJECT

Responsibility RESP DISCUSS ATTORNEY DOUBT

Project, City, State

☐ Streetfront ☐ Working Group ☐ E-MAIL ☐ Files ☐

phases: ALL
or INDIVIDUALS

IF "ALL" - then
show each "name"
as context, then
list Responsibility
Items

JM - can we set
default to "user"
based on password?
or default to
last specified?

Context - eg
Issues
Critical Dates
Checklist

Purpose: to show outstanding responsibility items
by responsibility party

Note: Default to OUTSTANDING
Discussion Items
Custom Report for ALL ITEMS

Client Contact - Client Discussion Report

DIVISION ALL PROJECTS ☐ PROJECT

PHOTOS: ALL INDIVIDUALS → DISCUSS WITH Resp DISCUSS Attempted Done ← Note: 1 "Done" cc for info in this

Project, City, State

1. [ITEM]
2. [ITEM]

Context - eg
Issues
Critical Dates
Checklist

☐ Specific ☐ Working Group ☐ E-mail Files ☐

Purpose: to show OUTSTANDING Discussion Items
by Discussion Party

Discussion Report Sample

	Resp.	Attempted	Discuss	Done
<input checked="" type="checkbox"/> A-Huff				
<input checked="" type="checkbox"/> A-Harris				
<input checked="" type="checkbox"/> A-Johnson				
<input checked="" type="checkbox"/> A-Barger				
o 52 & 58 Roland St., Charlestown, MA				
A. o Issues Checklist-				
1. o Sale Agreement Issues (List):				
a. o Section 3.2(a) & 3.9(a) - Brady wants rep from Seller that Seller hasn't received written notices from the govt. as to non-compliance with applicable laws, regulations, etc.	<input checked="" type="checkbox"/> A-Huff		<input checked="" type="checkbox"/> A-Barger	
<input checked="" type="checkbox"/> HB-Jenkins				
<input checked="" type="checkbox"/> HB-Lowry				
<input checked="" type="checkbox"/> HB-Raikes				
<input checked="" type="checkbox"/> HB-Huchall				
<input checked="" type="checkbox"/> HB-Melton				
<input checked="" type="checkbox"/> HB-Miller				
<input checked="" type="checkbox"/> HB-Willinson				
<input checked="" type="checkbox"/> Loc. Counsel				
<input checked="" type="checkbox"/> Purchaser				
<input checked="" type="checkbox"/> P's Counsel				
<input checked="" type="checkbox"/> Title Company				

Purpose: to view issues that relate to a specific person - viewed by Project
Assigned by "Discuss" Column

Client Connect - Client PROJECT REPORT

Division

Project

Show Columns by Report

All Reports

☐ Stonofruit

☐ Working Groups

☐ E-Mail

Files ☐

Discuss
Custom
Reports

Client Computer - Client

CUSTOM REPORTS

Division

All Projects

☐

Project

Project, City, State

☐ Streetfront

☐ Working Group

☐ E-MAIL

File ☐

Client Connect - Client: Document Management

DIVISION

ALL PROJECTS ☐

PROJECT

PROJECT, CITY, STATE

DOCUMENT A [e.g. SALES AGREEMENT]

• Draft #1, dated 1-1-1

• Draft #2, dated 1-1-1

• Comments, dated 1-1-1 [description: e.g. Bayer's Comments]

DOCUMENT B

• Draft #1, dated 1-1-1

• Excursion Form, dated 1-1-1

LETTERS

MEMOS

☐ STREETVIEW

☐ WORKING GROUP

☐ E-MAIL

FILES ☐

Comments
to Team

Clicking links to
document

Secretarial Input

PURPOSES: Counsel Generated documents

Share, especially Redlined versions

Client can view/print

• Explore WP Highlighting tools

INPUT: Counsel/Counsel staff

Counsel
Letters
Memos

LINKS: to specific document

Relationship: Links only

CLIENT CONNECT - CLIENT ; COUNSEL INFORMATION

Division All Projects ☐ Project

PROJECT NAME, City, STATE

☐ Standalone ☐ Working Group ☐ E-MAIL ☐ Files ☐

Consider Issues

Purpose: Counsel generated info
highlight where applicable using Acrobat / RE-MARK - 2 WAY
Share among working group

Input: Counsel / Counsel Staff

Links: to specific IT or document

Relationship: Links only

Candidates:

- Drafts / MARKUPS
- Title Commitment
- Survey
- Title Policy
- Due Diligence Info

CLIENT CONTACT - CLIENT: CLIENT INFORMATION

DIVISION ALL PROJECTS ☐ PROJECT

PROJECT NAME, City, STATE

ITEM A [describe]

ITEM B [describe]

ITEM C [describe]

☐ Stone front

☐ Workline Group

☐ E-Mail

Files ☐

846 -
Consider
issues

Candidates:

- Working Groups
- Client Checklists
- Other

INPUT: CLIENT / CLIENT STAFF.

Links: To specific Item or Document

RELATIONSHIPS: L.Wcs only

~~Client Connect~~ - Client: Library

Division

F

Forms Library

Closing Binder Library

☐ Storefront

☐ Working Group

☐ E-mail

Files ☐

key = Links to specific form / binder

*For Use When Adding
New Project for an
Existing Client*

NEW PROJECT WIZARD

*Key: Must be Able to
Update During
Transaction*

	<u>Field Name</u>	<u>Data Input</u>
• Provide Name of Project	Project	Type name
• Provide Name of Project, City and State	Project Name, City, and State	Type name of project, city and state
• Add any new "Responsibility" names for Client / Counsel	Responsibility	Type new names e.g., A - new HB - new
• Add any new "Discussion" names for Client / Counsel	Discuss	Type new names e.g., A - new HB - new
• Add any new "Approved" names for Client / Counsel	Approved	Type new names e.g., A - new HB - new
• Add any new "Action Parties" for Client / Counsel	Action Parties	Type new names e.g., A - new HB - new
• Working Group Additions: Complete WG form for each new Working Group member		
• E-mail		

Password aspects

DATA INPUT WIZARD

RP- can all ~~DATA~~ DATA BE
INPUTED IN SPECIFIC JTBW

eg:

STATUS

Issues

Critical Dates

Checklists

Action

WORKING Groups

PASSWORD WIZARD

KEY= DEFINE PASSWORD ACCESS capabilities/limitations

NEW CLIENT WIZARD

	<u>Field Name</u>	<u>Data Input</u>
	Heading	Type name
<ul style="list-style-type: none"> • Does Client have different divisions that would use Client Connect? 		
<p>Select <input type="radio"/> Y <input type="radio"/> N</p>		
<ul style="list-style-type: none"> • If Yes, then complete by listing divisions 	Divisions	Type name(s) of divisions
<p>[If No, then delete "Divisions" box]</p>		
<p>Will Client Connect be used for this new client for a single simple project or multiple projects?</p>		
<p>Select <input type="radio"/> S <input type="radio"/> M</p>		
<p>[If "S", then delete "All Projects" box]</p>		
<ul style="list-style-type: none"> - Complete name(s) of projects 	Project	Type name(s) of projects
<ul style="list-style-type: none"> • Select applicable components <ul style="list-style-type: none"> <input type="radio"/> Transaction Management <ul style="list-style-type: none"> <input type="radio"/> Status <input type="radio"/> Issues <input type="radio"/> Critical Dates <input type="radio"/> Checklists <input type="radio"/> Action <input type="radio"/> Working Group <input type="radio"/> Document Management <input type="radio"/> Counsel Information <input type="radio"/> Client Information <input type="radio"/> Library 		

If selected "Transaction Management" components, then select applicable Transaction Management Reports

- ☐ Project Report
- ☐ Status Report
- ☐ Flag Report
- ☐ Issues Report
- ☐ Critical Dates Report
- ☐ Checklist Report
- ☐ Action Report
- ☐ Responsibility Report
- ☐ Discussion Report
- ☐ Custom Reports

- Passwords -- discuss with Melson^{*}
- Should "Issues" be broken down into 2 or more categories?

Select ☐ Y ☐ N

- If Yes, then list categories of "Issues"

Issues Categories

Type issues categories
(e.g., Input/ Initial
Drafting Issues; Local
Counsel Issues; Sale
Agreement Issues)

- Select "Responsibility" parties

can be multiple

- ☐ Client
- ☐ Counsel
- ☐ Local counsel
- ☐ Purchaser
- ☐ Purchaser's Counsel
- ☐ Seller
- ☐ Seller's Counsel
- ☐ Lessor
- ☐ Lessor's Counsel
- ☐ Lessee
- ☐ Lessee's Counsel
- ☐ Broker
- ☐ Title Company
- ☐ Escrow Agent
- ☐ Lender
- ☐ Borrower
- ☐ Surveyor

- For "Client" and "Counsel"

Responsibility

For Client, type first letter or two of Client's name, then hyphen, then last name for each
e.g., A - Huff
A - Barger)

For Counsel, type first letter or two of Counsel's name, then hyphen, then last name for each
e.g., HB - Jenkins
HB - Raines

- For "Discussion", please list persons within "Client" and "Counsel" to whom "Discussion" may be assigned

Discussion

For Client, type first letter or two of Client's name, then hyphen, then last name for each
e.g., A - Huff
A - Barger

For Counsel, type first letter or two of Counsel's name, then hyphen, then last name for each
e.g., HB - Jenkins
HB - Raines

- For "Approved", please list persons within "Client" and "Counsel" to whom "Approved" may be assigned

Approved

For Client, type first letter or two of Client's name, then hyphen, then last name for each
e.g., A - Huff
A - Barger

For Counsel, type first letter or two of Counsel's name, then hyphen, then last name for each
e.g., HB - Jenkins
HB - Raines

ADD list of Dots List

Checklists

Action

Working Group

To Do's

• Templates for Asset

Issues Categories

Critical DATES

Checklists

• WIZARDS - NEW CLIENT

NEW PROJECT

PASSWORDS

DATA INPUT